

September 20, 2004

Dear Financial Aid Administrator:

You are cordially invited to attend this year's Cal Grant Workshop. This workshop series is offered as part of the Commission's on-going effort to provide training to college financial aid departments on the administration of the Cal Grant programs.

This year's Cal Grant Workshops will focus on developments and changes in Cal Grant program policies and procedures relevant to college aid administrators. Our agenda also includes information on effectively using payment adjustment codes on the Cal Grant roster as well as an overview of other changes to the WebGrants system.

The Cal Grant workshops will be held at 12 locations throughout the state from October 19 through November 18. The workshops will begin at 8:30 a.m. and will conclude no later than 12:30 PM. Participants are encouraged to arrive 20-30 minutes early to find parking, check in, and receive training packets. Additional information about the workshops, including a list of the locations and maps and a preliminary agenda, can be found on the Commission's website at: <http://www.csac.ca.gov/doc.asp?id=858>

Registration is required for the workshops. Those planning to attend may register online at <http://www.csac.ca.gov/calgrantworkshopreg.asp> as soon as possible in order to reserve a place in this year's CSAC Fall Cal Grant workshops. After registering online, participants will receive immediate confirmation and a follow-up e-mail which will include directions to the workshop and parking information.

Since seating is limited, attendance is reserved for personnel from California institutions that participate or are applying for participation in the Cal Grant programs. Workshop packets will be provided to those in attendance. Additional copies of training materials may be ordered after the workshop series by contacting the Outreach and Training Division via e-mail at [OTDTraining@CSAC.CA.GOV](mailto:OTDTraining@CSAC.CA.GOV)

**Registration should be submitted by October 13, 2004**, to ensure registration for attendance at specified sites. If we can provide any additional assistance, please contact the Commission's Outreach and Training Division at [OTDTraining@CSAC.CA.GOV](mailto:OTDTraining@CSAC.CA.GOV).

We look forward to seeing you at our workshops.

Sincerely,  
Kathy Degen  
Chief, Outreach and Training Division